

MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

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S-E-C-R-E-T

INSTRUCTION NO.
LI 1-12

LI 1-12
ORGANIZATION
Revised 9 December 1968

- e. Allocate overt office space in the metropolitan area, and make block assignments of vehicle parking areas, including the issuance of printed permits therefor to Agency components.
- f. Manage and operate the auditorium and classrooms in Headquarters Building.
- g. Determine Agency requirements for office and special purpose space in the metropolitan area and develop plans for acquisition, alteration, rental, or construction of facilities to meet such requirements; review requests for alterations and furnish cost estimates and other comment, as appropriate, to facilitate a judgment by the approving office.
- h. Monitor food service facilities, including cafeterias, snackbars, vending machines, stands operated by the blind, and the Executive Dining Room; assure that food service operations provide good service, quality food, and meet sanitation standards; coordinate with the Office of Medical Services on matters relating to sanitation; maintain active liaison with GSI and Coffee Time, Incorporated.
- i. Responsible for the administration, procurement, operations, installation, maintenance, budgetary control and certification of invoices for all Agency departmental area leased commercial telephone facilities and equipment; i.e., regular (Black Line) telephone system, internal (Red Line) Headquarters Building telephone system, Secure Voice (KY-3) telephone system, leased security alarm circuits, data circuits, non-published telephone service, teletypewriter exchange service (TWX), private line (voice) service, teletypewriter service, intra-Agency facsimile circuits, telephone service from other agencies Private Branch Exchange (PBX) systems, and mobile telephone network facilities.
- j. Provide housekeeping services, including the disposal of classified trash and the cleaning of sensitive, special purpose areas.
- k. Arrange for the relocation of Agency elements within the metropolitan area.
- l. Maintain and operate all building supply rooms, serve as responsible office for nonexpendable property located in overt buildings in the metropolitan area, receive and deliver bulk administrative supplies, and supervise and approve the repair of office equipment and services on maintenance service contracts.
- m. Responsible for the management and operation of the executive dining rooms.

S-E-C-R-E-T

INSTRUCTION NO.
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ORGANIZATION
Revised 18 July 1966

n. Perform the functions described in:

- (1) Agency Alert System
- (2) Penalty Indicia Mail
- (3) Postage Stamp Account



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- o. Establish and maintain liaison with representatives of local governments, Government agencies, and commercial firms in the Washington metropolitan area as required in the performance of mission responsibilities.
- p. Develop and keep current detailed Emergency Plans to ensure the provision of essential services under conditions which might affect normal operations; i.e., floods, power outages, snow emergencies, etc. Such plans to include provisions for automatic assignment of responsibilities. Exercise prudent foresight in implementing these plans.

3. AUTHORITY

- a. In conjunction with his assigned mission, the Chief, Logistics Services Division, or in his absence the Acting Chief, is delegated the authority to:
 - (1) Approve inter-Agency requisitions for material or services of a reimbursable nature to be furnished by other Government agencies in furtherance of the prescribed mission of the Logistics Services Division in amounts not to exceed \$10,000 per requisition. A single requisition, and amendments thereto, which exceeds \$10,000 will require the prior approval of the Director of Logistics. Requests involving alterations, and which have the required approval of the Deputy Director for Support, are included in the foregoing.
 - (2) Approve requests for material or services to be furnished by commercial concerns in furtherance of the prescribed mission of the Logistics Services Division in amounts not to exceed \$5,000 per request. A single request, and amendments thereto, which exceeds \$5,000 will require the prior approval of the Director of Logistics.

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